

Accelerated Procurement System (APS) Guideline - 5.3.G (04/19/02)

[Last Update: \(04/19/02\) BDenman:kma - 5.3.G.0](#)

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Last Update: (04/19/02) BDenman:kma - 5.3.G.0

This guideline has been revised to update the APS process.

APS Requirements - 5.3.G.1

APS Sandia Contracting Representatives (SCRs) may issue orders for the following types of transactions:

- Borrowed Property Agreements,
- computer software with a value not to exceed \$5,000, when a signed license agreement is required,
- computer software, at any value up to \$100,000, when software is purchased against a

GSA schedule, Ordering Agreement (OA), or a pre-established agreement or contract,

- one-time purchases for:
 - annual hardware and software maintenance when one annual payment is required,
 - equipment rentals for one month or less valued at \$5,000 or less,
 - maintenance,
 - manpower services that are valued at \$2,500 or less,
 - repairs,
 - seminars, or
 - training classes,
- laboratory analyses,
- standard commercial items, and
- upgrades and/or handle exchanges.

Caution: Under no circumstance shall any PO including all revisions under APS exceed \$100,000.

Non-APS Transactions - 5.3.G.1.a

APS will not issue orders for the following types of transactions:

- annual maintenance agreements or ongoing requirement orders construction,
- computer equipment modifications, if subject to the SCA, or that require the return of equipment,
- consultant services (see Guidelines 10.5 – Contracting for Sandia Retired Executives and 10.6 – Consultant and Other Professional Services),
- contract labor greater than \$2,500 subject to the Service Contract Act (SCA),
- equipment leases,
- equipment rental for over one month or valued over \$5,000,
- foreign-made items (see Guideline 3.4 – Buy American),
- hazardous materials or work including:
 - ammunition or firearms,

- asbestos and asbestos-containing products,
 - compressed gases,
 - contract labor that will be required to work in hazardous areas, i.e., high noise levels, confined spaces, etc.,
 - corrosive materials,
 - explosives,
 - flammable solids or liquids,
 - hazardous materials/substances: #1, 2, 3, 10, 11, and 12,
 - lockout/tagout,
 - noxious materials,
 - nuclear materials,
 - PCBs or products containing PCBs,
 - radioactive materials,
 - reactor materials, and
 - waste disposal services,
- items shipped from a foreign country requiring payment of duties and/or filing of request for duty-free entry,
 - orders over \$100,000,
 - precious materials valued over \$100,
 - precious metals, any value,
 - security classified material (Ts&Cs) or information,
 - software if an SCR signed software license is required, and/or the cost exceeds \$5,000,
 - special design or specification items (including Development Shop Overflow),
 - trade-ins which require approval from Property, Transportation, and Reapplication Department of trade-in amount offered,
 - Lockheed Martin Corporation or its subsidiaries,
 - Federal Agencies (FAOs), or
 - Integrated Contractors (ICOs).

The following items do not fall within the scope of APS transactions:

- advance payments > \$25,000,
 - loaned property under contract,
 - prepayments > \$25,000,
 - rental or lease agreements,
 - returnable container rental or deposit agreements (sometimes called demurrage agreements),
 - transactions requiring Organizational Conflict of Interest (OCI) statements,
 - transactions that require SNL to furnish property to a Contractor, requiring property accountability procedures (see Guideline 6.13 - Property),
 - transactions with funding limitations, or
 - transactions with trade-ins except for software disks.
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APS Procedures - 5.3.G.2

Use the following procedure to order using APS.

Step	Who	Action
1	Requester	Completes PR.
2	SCR	<ul style="list-style-type: none">- If PR lacks necessary information, the SCR<ul style="list-style-type: none">-- consults with Requester, secures information and goes to Step 4, or-- per agreement with Requester, cancels line item.- If PR line item does not meet criteria for APS, SCR forwards line item to appropriate SCR.- If PR meets criteria for APS, SCR goes to Step 4.
3	SCR	<ul style="list-style-type: none">- Identifies a reasonable number of qualified Contractors,- Seeks to locate small and small disadvantaged businesses as potential Contractors for the requirement, and- Solicits quotations either by telephone or written

solicitation for:

- availability/delivery,
- price,
- payment terms,
- FOB Point, and
- country of origin.

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|---|-----|--|
| 4 | SCR | Selects successful quoter. |
| 5 | SCR | Awards PO to Contractor. |
| 6 | SCR | <p>Documents the following information into Oracle:</p> <ul style="list-style-type: none">- award type,- justify price in accordance with Guideline 3.2 – Contract Price/Cost Considerations), based on: <ul style="list-style-type: none">-- competition,-- published price list, <p>Note: SCRs should attempt to negotiate a price lower than a published price.</p> <ul style="list-style-type: none">-- prices established in current Ordering Agreement (OA), Federal Supply Schedule (FSS), LMC Agreements, Integrated Contractor Purchasing Team (ICPT) Agreements, etc., <p>Note: SCR will add agreement or schedule number, as applicable.</p> <ul style="list-style-type: none">-- price comparisons, or-- SCR judgment (see Guideline 3.2 - Contract Price/Cost Considerations), |
| 7 | SCR | Sends hardcopy or faxes confirming PO to the Contractor. |

NOTE: APS procurements do not require PAS or PAD.

Terms and Conditions for APS Orders - 5.3.G.2.a

APS orders will incorporate one of the following terms and conditions, as appropriate:

- SF 6432-CI - Commercial Items,
- SF 6432-FP - Firm-Fixed Price Contracts,

- SF 6432-PO - Purchase Orders,
- FSS – Federal Supply Schedule,
- OA – Ordering Agreement, or
- Interagency Agreements (if applicable).

APS Documentation Requirements - 5.3.G.2.b

APS order files are administered in accordance with Guideline 6.10 – Procurement Files.

References - 5.3.G.3

- Policy and Guideline 3.2 - Contract Price/Cost Considerations
 - Policy and Guideline 3.4 – Buy American
 - Policy and Guideline 3.6 - Equal Employment Opportunity
 - Policy and Guideline 6.10 – Procurement Files
 - Policy and Guideline 6.13 - Property
 - Policy and Guideline 10.5 - Contracting for Sandia Retired Executives
 - Policy and Guideline 10.6 – Consultants and Other Professional Services
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Send feedback on ideas and information on this page to the Process Expert, Bertie Denman.



[*Bertie Denman*](#)



[*Karen Archibegue*](#)
